

**INTEROFFICE MEMORANDUM
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

DEPARTMENT: General Administration,
Diversity Section

DATE: June 27, 2025

TO: Pinakin Desai, Acting Director of Maintenance & Operations

FROM: Richard L. Martinez, Jr., Diversity Administrator *Richard L. Martinez, Jr.*

SUBJECT: **Goal Review of Contract 25-655-11, “Manhole and Infrastructure Repairs” – Revised**

We have reviewed the specifications for the subject contract and the material, labor, equipment and man-hours breakdown by trades. The work under this contract should be classified as “Miscellaneous Building Construction.” The associated tailored goals for Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Veteran-owned Businesses (VBE) are **17% MBE, 6% WBE and 3% VBE** for this contract. The goals should be specified in the Invitation to Bid, the Proposal, and the Agreement.

In addition:

- A Pre-Bid Conference **must be** conducted.
- A Suppliers Exception **has not been** recommended.
- The Affirmative Action Ordinance Revised Appendix D, dated December 31, 2022, **must** be included.
- The MBE/WBE, Utilization Plan, Waiver Request Form and the MBE/WBE, Subcontractor’s Letter of Intent (Pages UP-1 through UP-6) **must** be included.
- Appendix K **does not apply**.
- Appendix C **does not apply**.
- Assist Agencies List **must** be included.
- Appendix V **must** be included.
- The following language **must** be included: **“The Contractor must use the District’s online compliance monitoring system administered by the Diversity Section for payment and reporting purposes, in order to fulfill the Affirmative Action Program requirements.”**

Also, please refer to the attached **Revised** memo, dated June 14, 2023, for new boiler plate language. This language should be consistent in its incorporation in the Invitation to Bid, the Proposal, and the Agreement.

If you have any questions, please contact Diversity Officer, Ms. Ouidie M. Pollard, at extension 1-3029.

RLM:omp

Attachments

cc: LoCascio, Morakalis, Skawski, Matias, Sobanski, Genser, Cornier, Kunath, Lopez, Valdez, Wunderlich